



King County Board of Ethics
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board.ethics@metrokc.gov/ethics/

KING COUNTY BOARD OF ETHICS MEETING NOTICE

When: Monday, May 19, 2003, at 4:30 p.m.

Where: **NOTE NEW LOCATION FOR THIS MEETING ONLY**

Bank of America Tower
701 5th Avenue, 32nd floor
5th Avenue and Columbia Street, Seattle
(Department of Executive Services conference room; Suite 3210)

AGENDA

1. ***Approval of Agenda***
2. ***Approval of Meeting Minutes of April 21, 2003.***
3. ***Nominations for Board Chair.*** Discussion and review of past board activities.
4. ***2003 Financial Disclosure Program.*** Final report.
5. ***Proposed Amendment to the Post Employment Provision.*** Status report.
6. ***Outreach Meetings with County Leadership.*** Reports and discussion.
 - Council Members - Board members.
 - Executive - Board Chair.
 - Departments - Administrator.
7. ***Staff Report.***
 - Staff Informational Responses

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Minutes of the May 19, 2003, Meeting of the King County Board of Ethics

The May 19, 2003, meeting of the King County Board of Ethics was called to order by Chair Lois Price Spratlen at 4:40 p.m. Board members in attendance were:

Lois Price Spratlen, Ph.D., Chair
Margaret T. Gordon, Ph.D.
Rev. Paul F. Pruitt
Mr. Jerry Saltzman

Mr. Roland H. Carlson had an excused absence.

Others in attendance:

Ms. Catherine A. Clemens, Administrator, King County Board of Ethics
Mr. Alan Abrams, Senior Deputy Prosecuting Attorney and Board Counsel

1. *Approval of Agenda.* Dr. Gordon moved and Rev. Pruitt seconded that the board approve the proposed agenda. The board unanimously adopted the motion.

Chair Price Spratlen asked for introductions from those present.

2. *Approval of Meeting Minutes of April 21, 2003.* Rev. Pruitt moved and Dr. Gordon seconded that the board approve the April 21, 2003, meeting minutes. The board unanimously adopted the motion and the minutes were approved.

3. *Nominations for Board Chair.* Ms. Clemens briefed the board. The current term of the board chair, Dr. Lois Price Spratlen, will expire on July 31, 2003. Ms. Clemens outlined the process for nomination based on the code of ethics, K.C.C. 3.04.080: "Board of ethics—Membership and terms. There is created a board of ethics, composed of five members, two to be appointed by the county executive, two to be appointed by the county executive from a list of nominees submitted by the county council, and the fifth, who shall be chairman, to be appointed by the county executive from a list of nominees submitted by the other four members. All appointments are to be confirmed by the county council." During deliberations, Ms. Clemens read the statement of Mr. Carlson, member, in support of re-nomination for Dr. Price Spratlen: "I vote for Lois Price Spratlen for another term as chair. It is a joy and pleasure to work with a board having continuing excellent rapport and a willingness to put in the effort to make a difference and achieve a standard of excellence. I commend Lois for leadership in making the ethics board such an organization."

Mr. Jerry Saltzman arrived at 4:47 p.m.

Board members voiced their agreement with Mr. Carlson's statement. Dr. Gordon moved and Rev. Pruitt seconded that the board re-nominate Dr. Lois Price Spratlen for chair of the ethics board. The board unanimously adopted the motion and the motion was approved. The board directed the administrator to create the nomination letter for transmittal to the executive.

4. *2003 Financial Disclosure Program.* The administrator presented the Final Report on the 2003 Program for the Disclosure of Financial and Other Interests. As of the date of the report, May 12, 2003, all 2,119 affected employees had filed and all but five of the 448 affected board and commission members. At the time of the meeting, only four board and commission members still had not filed. Ms. Clemens noted that the report asks the executive, if he is the appointment authority, to begin removal of those four members who have failed to comply with this request. The chair stated that this issue had been discussed during her recent meeting with the executive. The board directed the administrator to follow-up on the status of this action with Mr. Paul Tanaka, CAO. The chair stated that if the code stipulates such penalties, they must either be carried out or removed from the document. The chair also acknowledged the work of the administrator and Mr. Peter Toliver who has served as financial disclosure coordinator for the past three years. Current compliance with the disclosure requirement reflects a major accomplishment in light of the fact that the state auditor cited the county for failure to comply in 1995 and 1996. The board discussed ways to recognize this accomplishment.

5. *Proposed Amendment to the Post Employment Provision.* The administrator briefed the board. On May 1, 2003, the Law, Justice and Human Services Committee, chaired by Council member Larry Gossett, reviewed the proposed legislation. At that time, the committee voted to send the legislation to council with a recommendation to pass. However, following a careful review, council members determined that the legislation contained potentially confusing elements. The issues raised were not regarding the policy per se, but focused on clarifying certain language or reordering certain provisions for logical progression. Ms. Cheryl Carlson, former board counsel, and Ms. Clemens met with council staff for the purpose of creating an edited version. The edited proposal will be previewed by the council and executive and will then be presented to the board for its review and possible approval at the next scheduled meeting on June 16, 2003. Council staff will attend to answer questions. Following discussion, the board agreed with the course of action as described.

6. *Outreach Meetings with County Leadership.* The executive. The board chair reviewed her recent meeting with the executive, accompanied by Mr. Carlson, on May 7, 2003. She stated that the meeting was effective and informative and reviewed the topics of discussion: 2003 financial disclosure program; awareness campaign for the ethics board and office; education for county board, commission, and committee members; outreach program conducted by board members and administrator; status of board member terms; and service awards. She presented the executive with the 2002 annual report. Executive Sims expressed approval of the work on the board. Council members. Board members briefed each other on their individual meetings with council members. Mr. Saltzman noted that one meeting began with an ethics question and evolved into a open and thoughtful discussion. They agreed that the meetings were relaxed and members appeared receptive and interested in the work of the board and its 2003 initiatives. The meeting content emphasized outreach to all county leaders to develop a heightened awareness of the ethics board and office and how the agency serves county employees. Council members expressed approval of the various ethics publications they received.

The board discussed a possible outreach effort next year to include board and commission members. Ideas included an invitational meeting for board chairs and related staff liaisons for the purpose of conducting an ethics board and office overview and serve as a forum for a question and answer session. Ms. Clemens noted her plans to develop a brochure specifically for board and commission members to be sent to each individual at appointment.

Dr. Gordon commended the chair on her high level of attendance at almost all of the council member meetings. Chair Price Spratlen noted that Chair Sullivan invited the board to address the council as a whole and this would be an efficient and meaningful way to reach members next year. It was noted that all council members either have met with board members or are scheduled to meet with members, except one. The chair directed the administrator to keep trying to set that appointment. Departments. Ms. Clemens

reviewed the meetings she is conducting with county leaders as part of the ethics office outreach. Since January 14, Ms. Clemens has met with—or has future appointments with—over 30 individuals or groups, including directors, deputies, and senior management teams. She noted that the meetings have created significant rapport with key personnel and new opportunities, including expanded education possibilities and collaborative working relationships.

7. *Staff Report. Staff Informational Responses.* Ms. Clemens drew the board's attention to the written staff informational responses prepared for county employees upon request from April 8 through May 7. Topics included: outside employment, potential conflict of interests for board member, use of county resources—internet; use of county resources—e-mail; nepotism; lobbying as private citizen; use of county funds—board refreshment and training. Mr. Saltzman inquired about the response to use of computers and the internet for personal use. Following board discussion, it was agreed that the board will review current policies and it directed the administrator and counsel to provide information at a future meeting to facilitate such review.

The board discussed moving the regularly scheduled June 16 meeting to a special meeting on June 17 in order to hold the meeting and the reception on one date. The administrator was directed to survey members for that purpose and inform the board.

Rev. Pruitt moved and Mr. Saltzman seconded the motion to adjourn the meeting. The board unanimously approved the motion and the meeting was adjourned at 5:45 p.m.

Approved this 7th day of July, 2003, by the King County Board of Ethics.

Signed for the Board: _____
Dr. Lois Price Spratlen, Chair